

Reports for Week Ending 8 February 1956
from

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Thirty-nine requirements for inter-office reports were verified and indexed bringing the total number indexed to 131. This is about two-thirds of the total estimated requirements. The inventories from the Offices of Security and the Comptroller are still outstanding.

Furnished the OL Reports Management Officer with the following assistance:

- a. Reviewed the monthly Office of Logistics Operational Statistics and Operational Highlights Reports and recommended an approach to studying these reports for possible simplification. It is conservatively estimated that these reports cost over 5,500 man hours annually.

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Discussed the proposed DD/S notice on reports management individually with the Reports Management Officers of the Offices of Personnel, Logistics, Training, and the Comptroller. All concurred in it. Project is now 35% complete.

Project 6-13 - Dispatch Format and Procedure

Estimates of six month requirements for the dispatch forms to be tested were received from the Finance Division and the Offices of Logistics and Communications. FE and EE estimates are still outstanding. Project is 33% complete.

Project 6-22 - DD/I Reports Survey

No change in project status.

General Information

The Regulations Control Staff completed its review of the proposed regulation on designations and revocations of authorities. The regulation should go out for coordination this week.

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